



St. Mark COC – Troy – Board Meeting Minutes November 1, 2015

ATTENDANCE

- **Present:** Fr. Mina, Fr. Maximus, Karim ElFishawy, Maged Essak, Miriam Howard, Ashraf Morcos, Mark Nasr, Nadia Zaki
- **Excused Absences:** Magid Athnasios
- **Unexcused Absences:** None

I. INTRODUCTION

- Fr. Mina began the meeting with prayer at 12:30pm
- The minutes from the previous board meeting were approved as presented.

II. ONGOING BUSINESS:

1. **Service Committee Updates presented by Emad Looka**
 - a. An email address 'services@stmarkmi.org' has been established to help route people when they need to know who to contact for a service or how to volunteer.
 - b. A comment was received that people don't know who to contact if they need a job. Josephine can maybe help people connect with open jobs. Emad will investigate.
 - c. Need a sink installed in the basement of St. Marks.
 - d. We agreed that a committee should be set up to coordinate a grand opening for St. Mary's church after construction is completed. Some names were suggested.
 - e. The board was asked to consider ways to improving reach out and how to better collect data for the parishioner database. Board members will prepare ideas ahead of the next meeting with the moderators.
 - f. The next face-to-face meeting with moderators is scheduled on Thursday, November 19 at 7pm at St. Mary's Church. Emad will circulate a reminder and an agenda.
 - g. January 24, 2016 is the tentative date for the next all-servants meeting.
2. Arabic Translation of website – Ask Maged Salama to table the Google translate module until a volunteer to actively update the Arabic version of the website could be found. The Google translate module may provide inaccurate translations.
3. The Federal Grant that the church applied for to receive funds to set up a security system was awarded to another institution. Discussion of

whether to proceed with a security system will be tabled until the next meeting.

4. Minutes are being translated to Arabic monthly by Ashraf and Nora Samuel and will soon be posted to the website.
5. Vote on CDC resolution
 - a. A \$5000 cost reimbursement from the school to the Church was discussed in a separate meeting between the church board and the school. A vote was held and all board members (Magid Athansios had voted previously by email) voted to accept the \$5000 a month as cost reimbursement by the school along with an agreement that the school would make its year end financial statements available for review by the Church board.

Resolution 2015.10.1: The school will reimburse the church \$5000 monthly, starting with November 1, 2015 for all costs paid by the church on behalf of the school. Payments will be rendered by the first of each month. The school will make its annual financial statements available to the church for review.

- b. A Memorandum of Understanding to this effect will be issued to the Board of the School from the Board of the Church.

III. NEW BUSINESS:

1. We discussed ways to clear congestion in the hallway until construction was over. No alternative places to move the coffee services which doesn't disrupt Sunday school classes.
2. In response to request of congregants, the Liturgy schedule will be posted in weekly emails, i.e. which priest is serving which Liturgy. Ashraf Morcos is heading this effort.
3. We discussed a request to delay weekday liturgy start times. Seniors need closer parking to church and are worried about arriving to church while its dark in the morning. Daylight savings time should help with the light problem. We will move forward with adding 6 extra handicapped spots. Abouna Mina will communicate this to the Maintenance team.
4. The church is in need of storage areas outside of the church building but on the grounds of the church. This is an urgent need. Mark Nasr will head find out about what available space there is on the grounds and research potential solutions.
5. The awareness committee has some suggestions to add hand dryers and other equipment to help keep the church clean during services. Miriam Howard will contact them to obtain plans and pricing to present to the board.
6. Karim ElFishawy will lead the coordination of the next town hall meetings and preparation of information to be presented.

7. Two town hall meetings were held on October 25, 2015 and all feedback from the congregation was captured and distributed to board members. Nadia Zaki will be in charge of responding to the comments/requests received from congregants from the October 25 town hall meeting.
8. Mark Nasr will head the initiative to create a 5-year plan for the Church. We will set up an initial meeting within two weeks.
9. Miriam Howard will head the project to research the needs of Sunday school (space, resources) and coordinate development of solutions to present for review by the Board and congregation.
10. There has been a decrease in the donations collected at St. Mary's Church. Maged Essak will provide more information on the status of overall donation collections at the next meeting.

IV. OTHER BUSINESS:

The next board meeting will take place on Sunday, December 6, 2015

Fr. Mina concluded the meeting with prayer at 2:20pm.

Signatures:

Fathers:

Board Members:

Secretary: